



**Stanislaus Valley Groups of Narcotics Anonymous®**  
**P.O. Box 578399**  
**Modesto, CA 95357**

**[www.svgna.com](http://www.svgna.com)**



## **ATTACHMENT H; Web Site Guidelines and Policies**

Originally Adopted-Nov. 26, 2006

The purpose of the Stanislaus Valley Groups of Narcotics Anonymous Web Site is to further the Narcotics Anonymous® primary purpose of carrying the message to the addict that still suffers by providing easily accessible information about NA within the ASC boundaries. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service and directly support the Fifth Tradition.

The domain names for this site and corresponding renewal/expiration dates are as follows:

- |   |                                  |
|---|----------------------------------|
| 1. <a href="http://svgna.org">svgna.org</a>   | February 20 <sup>th</sup> , 2021 |
| 2. <a href="http://svgna.com">svgna.com</a>   | May 4 <sup>th</sup> , 2017       |
| 3. <a href="http://stanislausvalleygroups-na.org">stanislausvalleygroups-na.org</a> | June 21 <sup>st</sup> , 2016     |

### **Functions/Responsibilities**

The basic functions of the Stanislaus Valley Groups of Narcotics Anonymous Web Site are:

1. To provide communication
  - a. Between this Area of Narcotics Anonymous and the public.
  - b. Between the Areas of the Region and the Stanislaus Valley Groups of Narcotics Anonymous.
  - c. Between this Area of Narcotics Anonymous and its' members.
2. To post current meeting schedules for the Area.
3. To post information beneficial to the Area served by the ASC.

### **Structure**

1. Webservant
2. Alternate Webservant
3. Web Developer (as needed)

### **Requirements and Duties of the Webservant and Alternate Webservant**

1. Personal time and abilities to perform their duties.
2. Willingness to serve in the position.
3. Two (2) years clean time.
4. Understanding and practical experience of the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.
5. Maintenance of clean time throughout term of service or participation.
6. Resources necessary to perform the duties as assigned, i.e. access to a computer with an internet connection.
7. The Alternate Webservant will be willing and able to assume the duties assigned the Webservant if necessary.

## **Requirements and Duties of the Web Developer**

1. Personal time and abilities to perform their duties.
2. Willingness to serve in the position.
3. Two (2) years clean time.
4. Understanding and practical experience of the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.
5. Maintenance of clean time throughout term of service or participation.
6. Resources necessary to perform the duties as assigned, i.e. access to a computer with an internet connection.
7. Up-to-date and in-depth knowledge of PHP, HTML, CSS standards, as well as, Internet Protocols and Network Security.
8. Responsibilities can include web design, web content development, writing markup and coding, client-side/server-side scripting, web server and network security.

## **Finances and Ownership**

1. Expenses for web site hosting and domain registration are the responsibility of the Stanislaus Valley Groups of Narcotics Anonymous Area Service Committee (ASC). The cost for Internet access, computer equipment and software, training; etc. are the responsibilities of the Webservant.
2. The Webservant is responsible for communicating all financial needs and consequences to the ASC.
3. The ASC is the owner of the domain name. The Webservant is responsible for maintaining the ownership of the domain name for the ASC.
4. The Webservant is responsible for investigating and choosing a vendor for hosting the web site. The final decision rests with the Stanislaus Valley Groups of Narcotics Anonymous Area Service Committee.
5. The Webservant is responsible for the development and maintenance of the web site. The development and/or maintenance can be accomplished by:
  - A. The Webservant performing the work as an unpaid volunteer.
  - B. The Webservant utilizing the unpaid volunteer services of other members while the Webservant remains as the single point of accountability.
  - C. The election of a Web Developer while the Webservant remains as the single point of accountability.
  - D. The Webservant supervising contract services for-hire by a vendor under an agreement approved by the ASC.
6. The Webservant will ensure that the Area Chair is in possession of all access and contact information, and all ownership will be held in the name of the ASC and/or the Chair of the ASC if necessary.

## **Webservant Reporting and Communications**

The Webservant and/or Alternate Webservant will submit a written report to the Stanislaus Valley Groups of Narcotic Anonymous Area Service Committee at each regular meeting. This report will detail all pertinent financial and technical status and developments related to the operation of the web site. The report will also include any relevant correspondence received, sent and forwarded. The Webservant and/or Alternate Webservant are required to attend all regular Stanislaus Valley Groups of Narcotic Anonymous Area Service Committee meetings. The ASC shall be notified in a timely manner when circumstances do not allow attendance. A report shall be submitted.

## **General Guidelines**

1. Webservant and Alt Webservant shall have the knowledge and capabilities to maintain a website on a day to day basis.
2. These trusted servants should provide proof of access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the Internet. The costs for these requirements are borne by the trusted servants.
3. Webservant and/or Alt Webservant will maintain the meeting schedules for the website and the printed schedule.
4. Webservant and/or Alt Webservant will maintain the ASC calendar in conjunction with the ASC Co-secretary.
5. Webservant and/or Alt Webservant will ensure access to the ASC administrative body as needed.
6. Webservant and/or Alt Webservant will maintain a web page for the Hospital & Institutions subcommittee containing information concerning facilities served, entry requirements and contact information.
7. Webservant and/or Alt Webservant will maintain a web page for the Public Information subcommittee containing information for the public and professional community, including contact information.
8. Webservant and/or Alt Webservant will maintain a web page for the Activities subcommittee containing information about Activities, including contact information.
9. Approve flyers in accordance to the criteria set forth in the current "Flyer Approval Guidelines" document.

## **Technical Specifications**

1. Email accounts (H&I, PI, Activities etc.) will be created and serviced by the Webservant in accordance with current ASC policies.
2. Personal e-mail addresses are not to be posted on this web site.
3. External hyperlinks will be approved by the ASC and validated every 30 days.
4. Meeting directory pages should be checked for updates at least every 30 days.
5. Any NA group or committee may request to post information on the calendar concerning upcoming events or service functions. Requests will be approved based on current ASC policy.
6. Images of any identifiable person, whether a NA member or not, are never used.
7. Sales of merchandise will not be made on the web site.
8. If a NA Area Service Committee or Group within the Region has its own web site, the site may be linked to the ASC web site with approval from the ASC.
9. Copyrighted material will not be used on the web site without specific permission from the owner.
10. The Webservant is responsible for updating the information posted on the NAWS web site whenever the changes in the ASC are made.
11. The ASC will establish policies necessary for the operation of the Web Site.

## **Contingency Plan**

1. The Stanislaus Valley Groups of Narcotic Anonymous Area Service Committee must have a copy of the software, images, and files used to create the web site. Also they will be provided with a minimum of quarterly backups and major website modifications on disk.
2. If the Webservant and Webservant Alternate are removed or resign from their positions their responsibilities fall to the ASC Secretary and/or Co-secretary or as decided by the ASC.

3. If the ASC Secretary and/or Co-secretary are unable or unwillingly to assume the duties, the ultimate responsibility rests within the Stanislaus Valley Groups of Narcotic Anonymous Area Service Committee.

### **Privacy Policy**

1. The privacy policy on communications with the Narcotics Anonymous service structure is an important aspect of our Twelfth Tradition of anonymity.
2. The Website Workgroup will apply all the 12 Steps, Traditions, and Concepts when practicing our privacy policy.
3. The following is the current privacy policy:

Our Twelfth Tradition states, "Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities."

We believe in supporting the spirit of our tradition of personal anonymity on the Internet by stating clearly that we do not employ any technical means to track or identify any individual visitor to this website, except for a visit counter, which will be used solely to monitor the success of the SVGNA website.

Any communication submitted to [svgna.org](http://svgna.org) e-mail accounts will be treated with confidentiality and anonymity in mind. We will delete all communications received on a regular basis. We do not guarantee total anonymity in all circumstances. We suggest that the senders of e-mail, or feedback forms, take their own precautions if they desire to remain anonymous.

All communications considered to be official NA business may require some level of identification for the purposes of responding to those communications. All efforts will be made to pass on communications in a timely manner to a responsible trusted servant.

Under no circumstances will we forward e-mail of a personal nature to any NA member here in the SVGNA area. This is an official website of the Stanislaus Valley Groups of Narcotics Anonymous and we do not acknowledge anyone's membership in Narcotics Anonymous.

Thank you for respecting this policy.

The policy outlined here will evolve in the future as the guidelines and policies for our website are changed at the direction of the Stanislaus Valley Groups of Narcotics Anonymous Area Service Committee and/or the Web Page Work Group.

Date of revision: 6/14/11

Date approved: 7/31/11